



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAS PENSACOLA
190 RADFORD BLVD
PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO

NASPNCLAINST 12500.1H

Code OOF10

15 DEC 1997

NASPNCLA INSTRUCTION 12500.1H

Subj: WAGE AND CLASSIFICATION POLICY AND PROCEDURES

Ref: (a) SECNAVINST 12510.9
(b) OPNAVINST 12500.3
(c) CNETINST 12510.3
(d) CNATRAININST 12510.3
(e) CFR 511
(f) CFR 532
(g) CFR 300

Encl: (1) Definitions
(2) General Guide for the Preparation of Position Descriptions
(3) Updating Position Descriptions
(4) Details and Misassignments
(5) Appeal Procedures

1. Purpose. To set forth policies and procedures and assign responsibilities for establishing and classifying civilian positions under Manage to Payroll (MTP).

2. Cancellation. NASPNCLAINST 12500.1G

3. General

a. The Commanding Officer, under delegated authority, is responsible for effective administration of the Wage and Classification Program at this command within the framework of statutes, regulations, and directives from higher authority; specifically, references (a) through (g). Enclosures (1) through (5) contain definitions and program guidelines.

b. By reference (a), this command is delegated the authority to classify positions at grades GS-1 through GS-15, and to classify Federal Wage System positions at grades defined in job grading standards issued by the Office of Personnel Management (OPM) or Department of the Navy (DON).

c. This authority is hereby redelegated to the Management Assistance Office. This delegation places upon the Management Assistance Officer, along with the Commanding Officer, NAS Pensacola, the responsibility for adhering to the requirements and restrictions in references (a) through (g).

4. Policy. Positions will be structured according to established Position Management (PM) criteria to provide an optimum balance among mission needs, economy, efficiency, and effective employee utilization. Positions must be classified by the strict application of OPM and Navy classification standards and guidelines.

a. Positive actions must be taken to eliminate unwarranted fragmentation of grade controlling duties which unnecessarily increase the number of higher grade positions and reduce the ratio of supervisors and managers to workers.

15 DEC 1997

b. Position descriptions must be complete, accurate, specific, clearly reflect pertinent classification criteria, and otherwise meet OPM and Navy requirements and standards of adequacy. They must be clearly written, free of ambiguity, and include substantiated duties and responsibilities. Work performed on an occasional basis and which constitutes less than 10 percent of the duties need not be included.

c. Classification advice regarding the proper classification of a position must be provided only by persons who are fully qualified and competent in position classification and are in positions authorized to provide such advice.

5. Responsibilities

a. The Director, Human Resources Office, will provide advice and assistance to the Commanding Officer and operating officials on all aspects of the activity's position classification program and assure the integrity of the program is maintained.

b. Wage and Classification Department. Under the direction of the Director, Human Resources Office, the Wage and Classification staff will provide the following list of services, although not all inclusive:

(1) Act as custodian and maintain original position descriptions. Complete the processing of the Request for Personnel Action (SF-52) and Position Description Cover Sheet (OF-8), to include competitive levels, FLSA determinations, and other pertinent information.

(2) As requested, review new or revised position descriptions and provide assistance and/or advisory classification services. Provide technical advice and support on matters of wage determination and position classification. Ensure position classification actions are implemented not later than the beginning of the fourth pay period following the date of position classification. Other time limits and exceptions are delineated in CPI 511.

(3) Assist managers and supervisors in developing appeal cases for OPM and DON, and serve as a representative in dealing with OPM, Naval Civilian Personnel Command, and other DON activities on matters pertaining to position classification and wage determination.

(4) Coordinate the trial applications of draft standards issued by OPM.

(5) Provide instruction and training for manpower staff and operating officials in principles, methods, and techniques of position classification and wage setting practices.

(6) Conduct local wage surveys.

c. Management Assistance Office, Principal Classifier. The principal classifier is responsible and will be held accountable for conducting the position classification program which will include the following responsibilities:

15 DEC 1997

(1) Through application of appropriate position/job classification standards, classify to proper title, series, and grade. Provide explanatory rationale on controversial or sensitive issues to management. Maintain supporting position classification documentation as required. Classify and submit to HRO Wage and Classification Department new or revised position descriptions when new positions are established and when major duties in an existing position have substantially changed.

(2) Keep the Commanding Officer informed as to how supervisors are discharging their responsibilities under the Wage and Classification Program.

(3) In conjunction with HRO Wage and Classification Department, maintain position classification instructions, notices, and bulletins; assist in developing policies, procedures, and instructions for the operation of the program.

(4) Provide advice and assistance to managers, supervisors, and employees in all aspects pertaining to the Position Classification Program.

(5) Coordinate with Position Management Program personnel relative to current and proposed position/organization structures.

d. Line Managers and Supervisors. Line managers and supervisors have the primary responsibility for effective work assignments within their organizations. Accordingly, line managers and supervisors will:

(1) Familiarize themselves with the activity Position Classification Program and the contents of this instruction, and provide any necessary explanation of the program to their employees

(2) Advise Position Management Program personnel of proposed changes in duty assignments which affect the structure of a position prior to effecting the changes.

(3) Acquaint themselves with pertinent classification standards and ensure position descriptions include pertinent classification criteria and accurately reflect duties and responsibilities assigned to subordinates.

(4) Avoid ill-defined or personalized position structures intended to support unnecessary or questionable grades.

(5) Validate the accuracy of position/job descriptions annually when performance standards are set.

(6) Submit rewritten or amended position/job descriptions with SF-52 for classification action within 90 days of identifying position description inaccuracies.

(7) Ensure each position established or changed conforms to the objectives contained herein.


(8) Ensure employees have a personal copy of their position descriptions.

15 DEC 1997

6. Accountability. Department Heads, line managers, supervisors, and civilian personnel officials are accountable for the exercise of their authorities and responsibilities with regard to the Position Classification Program.

7. Action. Naval Air Station Pensacola will be guided by policies and procedures outlined in this instruction unless superseded by more applicable or specific guidelines.

8. Forms. Forms mentioned throughout this directive may be obtained through normal supply channels.



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Distribution:

B (less ADDU's)

15 DEC 1997

DEFINITIONS

1. Activity. Any Navy or Marine Corps establishment constituting a separate organizational entity with its own United Identifier Code; e.g., a headquarters, bureau, office, or field installation.
2. Alignment. A proper relationship among the grades of positions so that differences in grade reflect differences in the level of difficulty and responsibility of the work performed.
3. Amendment. An official statement of changes in the major duties of a position already classified, when the changes are material but not sufficient to warrant the complete rewriting of the position description. Submit an Optional Form 8 and attached statement containing only what is necessary to explain the changes. Amendment changes are covered in enclosure (3).
4. Appeal. An official written request to an adjudicating office for reclassification.
5. Audit Work. A meeting with an individual employee or supervisor to verify or gather information about a position. Sometimes called a "desk audit."
6. Basic Position Description. A position description used as the prototype for the establishment of identical or substantially identical positions.
7. Classification Action. The assignment of the position to a class, based on the analysis of a position's duties, responsibilities, and qualification requirements, by a duly authorized official (see CFR 511).
8. Classification Standard. A controlling guide used by classification authorities to place positions into classes. It may be an OPM standard or a DON Supplemental Classification Guide. All OPM standards provide criteria for assigning positions to classes on the basis of duties, responsibilities, and qualification requirements; they establish the official class title and indicate the grade in which each class has been placed.
9. Collateral Duty. A duty or responsibility which has little or no relationship to the position's existence and for which the employee may receive technical guidance from an individual other than his/her regular supervisor. Although minor duties, collateral duties may, in rare instances, require a substantial portion of the employee's time (up to 49 percent).
10. Detail. A temporary assignment of an employee to a different position or set of duties for a specified period, with the employee returning to his/her regular duties at the end of the detail (see CFR 300).
11. Factor Evaluation System (FES). A classification system for supervisory and nonsupervisory General Schedule positions under which positions are described and evaluated in terms of the same nine aspects or "factors," using a specified numerical point-rating system.
12. Federal Wage System (FWS). The pay system applicable to employees in recognized trades or crafts, or other skilled mechanical crafts, or in unskilled, semiskilled or skilled manual-labor occupations, and other

Enclosure (1)

15 DEC 1997

employees, including foremen and supervisors in positions having trade, craft, or laboring experience and knowledge as the paramount requirement. Such positions are exempt from Chapter 51 of Title 5 of the U.S. Code.

13. General Schedule (GS). The pay system applicable to positions, the primary duty of which requires knowledge and experience of an administrative, clerical, scientific, artistic, professional, or technical nature not connected with trades and crafts. All GS positions are subject to Chapter 51, Title 5, of the U.S. Code.

14. Job Description. An official written statement.

15. Major Duty. A duty or responsibility which, in conjunction with the other major duties, comprises the reason for the position's existence, and which either (a) occupies a significant amount of the employee's time (about 10 percent or more), or (b) governs the qualification requirements of the position. In the aggregate, major duties occupy a majority of the time of the position.

16. Minor Duty. An incidental or miscellaneous duty or responsibility which neither affects the qualifications required for employment in the position, nor occupies a significant amount of the employee's time; or, a duty or responsibility which is not a part of the reason for the position's existence, irrespective of the amount of time (up to 49 percent) occupied by the duty; i.e., a collateral duty.

17. Misassignment. The assignment of an employee to work other than that covered by the official description of the position in which he or she is employed, except as authorized under the detail or loan provisions of CFR 300.

18. Office of Personnel Management (OPM). Established by the Civil Service Reform Act of 1978, OPM is an independent establishment in the Executive Branch, with its principal office in the District of Columbia and field offices in other appropriate locations; e.g., regions.

19. OPM Classification Certificate. An order issued by OPM or one of its field offices requiring that a specific classification decision be effected.

20. Optional Form 8. A form prescribed by OPM for use as a cover sheet for position/job descriptions. Optional Form 8 is also used to describe positions proposed for allocation at the GS-16, 17, or 18 level, as well as for positions covered under 10 USC 1581. Additionally, on an interim basis, the Optional Form 8 is serving as the position description cover sheet for positions in the Senior Executive Service (SES).

21. "Pen-and-ink" Change. A change that does not constitute a major change in duties of a position and does not cause a change in series, title, or grade of a position. Any change that requires a new cover sheet is not a pen-and-ink change (see CFR 511).

22. Position. (1) All appropriated and nonappropriated fund civilian positions (graded and ungraded) in the Department of the Navy, headquarters and field activities, those filled by foreign national direct and indirect

15 DEC 1991

hires, and those in Department-support unified and joint commands; and (2) related military positions (those whose functions or responsibilities materially affect the functions or responsibilities of civilian positions).

23. Position Classification. Grouping of positions by schedule, occupational group, series, class, and grade according to differences in duties, responsibilities, and qualification requirements.

24. Position Description. An official written statement of the major duties, responsibilities, qualification requirements, and supervisory relationships of a position.

25. Principal Classifier. The Management Assistant Officer is responsible for the administration and operation of the position classification/job grading program for the entire workforce serviced. This responsibility may neither be subdivided nor shared with other personnel specialists.

26. Projected Position. Positions in which the duties and responsibilities in the position description are not being carried out at the time the position is classified but are realistically expected to be in full operation within 6 months of the date of classification.

27. Redescription. Change to the major duties or classification factors which is extensive in nature (see enclosure (3)).

15 DEC 1997

GENERAL GUIDE FOR THE PREPARATION OF POSITION DESCRIPTIONS

1. Good management requires that assignments to technicians be definitely established, clearly outlined, and thoroughly understood, and that there be no conflicting or overlapping responsibilities. Position descriptions maintained on a current and accurate basis serve as effective instruments of management in that they reflect certified duties, authorities, and responsibilities assigned and performed. Although descriptions are the bases for classifying positions and consequently serve as one of a number of authorized documents which support the payment of funds for work performed, their use by management officials may extend to other administrative areas. These include instruction, training, supervision of employees, preparation of estimates for personnel services, the study of organizational structure and flow of work, and the execution of programs designed to use the highest skills and abilities consistent with management needs. For these reasons, position descriptions must reflect the major duties and responsibilities briefly, clearly, and accurately without extensive detail.

2. As a rule, two or less typewritten pages will adequately describe a position. For purposes of uniformity and brevity:

- Write descriptions in the third person singular
- Omit subjects
- Use present tense and active voice
- Use short, specific sentences to promote a clearer word picture
- Avoid unspecified terms such as "prepares," "processes," and "is responsible for"

3. There are three primary formats used for listing the duties and responsibilities of a position, as discussed below:

- a. The traditional four-element format for GS positions

INTRODUCTION: Orients the reader to the authorized location of the position in the organization by office, section, and/or division; and gives the purpose of the position.

DUTIES AND RESPONSIBILITIES: Covers significant supervisory and nonsupervisory duties and responsibilities which are essential to the classification of and recruitment for the position. Includes what is done and actions taken; initiative and originality required; equipment used; skills needed; and personal work contacts and their purpose. Information should be listed in descending order of importance.

Descending order of importance. List the most important duty first. Consider the different kinds of work performed, the difficulties and complexities involved, and the approximate percentage of time spent on each kind.

15 DEC 1997

Arrange the kinds of work in order according to the effect each kind has on the classification of the position. Normally, this method of recording occurs when duties are not formed in sequence and do not recur in the same pattern. Summarize minor duties in the last duty paragraph, as needed. Each paragraph should be numbered. For those positions where the time spent on different kinds or levels of work may influence the classification, list estimated percentages of time to the top right of each paragraph.

SUPERVISORY CONTROLS: Includes the organizational title of the position which has responsibility for the quality and quantity of work performed by the position being described. This area also describes the type and degree of supervision and controls over work; i.e., how duties and responsibilities are assigned and the degree of review/evaluation provided. Supervision given or received can be described as general (indicating both technical and administrative supervision) or, as appropriate, supervision can be only one -- either technical or administrative.

OTHER SIGNIFICANT FACTS: Other job-relevant facts regarding the position which cannot be appropriately or clearly expressed under other areas above are included here. Information such as unusual working conditions, physical effort, special abilities or skills required, statistical data on workload or other quantitative data which provide a clear picture of the level/scope of responsibilities, licenses and clearance required, etc.

b. The Factor Evaluation System format, which credits numerical points for each factor, follows:

- The introductory paragraph and each major duty are preceded by a bullet. (However, paragraph numbers or letters can be used in lieu of bullets for easier reference.)

Duty statements should be listed in descending order of importance.

After the last duty statement, list each of the following nine factors with a brief description of aspects of the position which relate to that factor.

Factor 1. Knowledge Required by the Position

Factor 2. Supervisory Controls

Factor 3. Guidelines

Factor 4. Complexity

Factor 5. Scope and Effect

Factor 6. Personal Contacts

Factor 7. Purpose of Contacts

Factor 8. Physical Demands

Factor 9. Work Environment

15 Dec 1997

c. The following format is used for Wage Grade positions:

INTRODUCTION. Location and purpose of the position.

SKILL AND KNOWLEDGE. Knowledge and skills needed by the incumbent to perform the work.

RESPONSIBILITY. Supervisory controls over the position.

PHYSICAL EFFORT. Requirements to lift objects or move about in performing the work.

WORKING CONDITIONS. Exposure to heat, cold, inclement weather, dust, dirt, etc.

NOTE: Qualifications should not be included in a position description. Qualifications requirements, for GS and WG positions, as well as compatibility information related to AFSC's and MOS, are published separately.

15 DEC 1997

UPDATING POSITION DESCRIPTIONS

Ref: (a) NAVSO P-2052 (Manual for Position Classifiers) dated
12 April 1984

1. Purpose. To provide guidance in accordance with reference (a) regarding proper procedures for updating position descriptions through the use of pen-and-ink changes and/or amendments. This guidance is provided to ensure consistency in the use of these methods of revision.

2. Definitions

a. Pen-and-Ink Changes. Changes to minor duties and changes in nomenclature which do not require an amendment or redescription, nor do they necessitate the submission of the position for classification. Items which may be included in pen-and-ink changes are organizational names, who position reports to, program titles, etc.

b. Amendments. Changes to major duties which are material but not sufficient to warrant a complete redescription or which would require a change in title, series, or grade of the position. Also included are the addition or deletion of major duties which do not impact the current title, series, or grade.

c. Redescriptions. Changes to major duties or classification factors which are extensive in nature. This includes changes in organizational structure or scope, functional responsibility, and addition/deletion of supervisory responsibilities. Extensive changes to the factors such as knowledge required a supervisory controls, complexity, etc., also require a redescription.

3. Procedures. Revisions to position descriptions will be processed in accordance with the definitions stated above and consistent with the following procedures:

a. Pen-and-Ink Changes. Submission of a memorandum from the supervisor of position to the HRO Wage and Classification Division requesting and describing the changes to be made to a specific position description. If the changes are not appropriate for a pen-and-ink change, the classifier will notify the supervisor and inform him/her of required amendment or redescription procedures.

b. Amendments. Submission of an Optional Form 8, Position Description Cover Sheet, and an attached statement containing only what is necessary to explain the changes. The statement should indicate what should be deleted and what should be added. Amendments should not be used for abbreviated position descriptions; i.e., career ladder cover sheets, statement of differences, etc. If changes cannot be described in one page or less, the amendment procedure should not be used. In addition, a position description may not be amended more than twice. In such cases, the classifier shall notify the supervisor and inform him/her of required redescription procedures.

c. Redescriptions. Submission of an Optional Form 8, Position Description Cover Sheet, and a complete position description.

Enclosure (3)

15 DEC 1997

DETAILS AND MISASSIGNMENTS

1. A detail is the temporary assignment of an employee to a different position for a specified period with the employee returning to his/her regular duties at the end of the detail. Technically, a position is not filled by a detail, as the employee continues to be the incumbent of the position from which detailed. Details are intended only for meeting temporary needs of the facility's work program when necessary services cannot be obtained by other desirable or practicable means. Details may be made appropriately under circumstances such as the following:

a. Emergency Details. To meet emergencies occasioned by abnormal workload, special projects or studies, change in mission or organization, or unanticipated absences.

b. Other Details. Pending official assignment, pending description and classification of new position, pending security clearance, and for training purposes (particularly where the training is a part of established promotional or developmental programs).

2. References (a) and (e) require the establishment of positive controls to correct and prevent misassignments.

3. An assignment of an employee to duties essentially different from those covered by the official description identified with his/her position constitutes a misassignment, unless the employee has been officially detailed under the provisions of reference (g). Misassignments are contrary to law and are prohibited.

4. Details to Graded Positions/Jobs

a. Details of a competitive service employee to higher graded positions for a period of 31 to 120 days.

b. Details of a competitive service employee (regardless of grade to which detailed) for 121 days or more.

c. Items a and b above will be accomplished via SF-52, which will be placed in the employee's OPF.

d. No documentation is required for other types of details which are for 120 days or less.

e. Details (regardless of grade level) may be extended up to a maximum of 1 year.

f. Details (regardless of grade level) in an organization undergoing contracting out study may be extended up to a maximum of 2 years.

15 DEC 1997

5. Details to Unclassified Positions

a. For all details to unclassified positions, management officials are required to prepare a brief task list or paragraph describing the duties associated with the detail.

b. Details to unclassified positions may be extended beyond 120 days up to a maximum of 1 year.

6. Initial details and extensions will be made in accordance with 5 U.S.C.3341, which authorizes details in increments of no more than 120 days.

15 DEC 1997

APPEAL PROCEDURES

Department of Navy Policy. The policy of the Department of the Navy (DON) is to resolve employee dissatisfaction with the classification of the position which he/she occupies, whenever possible, in an amicable and informal manner. Dissatisfactions which cannot be resolved informally will be processed promptly in compliance with OPM and DON directives. The HRO Appeals Handbook contains instructions and information concerning the classification appeals process required by civilian employees, supervisors, Human Resources Offices, and labor organization representatives. It supplements references (e) and (f).

1. This instruction should not be used for the review or appeal of:

a. An identical appeal pending with the OPM or an identical appeal previously adjudicated by the OPM.

b. A disagreement with the supervisor concerning the description of duties that have been assigned. Issues involving the accuracy of position descriptions are resolved through negotiated grievance procedures as provided in CFR 511.

c. The propriety of the official OPM position classification standards. Prevailing statutes require agencies to apply the standards as published by OPM.

d. Federal pay schedules, locality wage schedules, amount or applicability of environmental differentials, and the salary or pay rate resulting from a conversion from one pay system to another. Appeals relating to pay category issues are addressed in CFR 511.

2. An employee may only appeal the title, series, or grade level of the position. When an employee believes the classification of the position to be incorrect, an appeal may be made through channels within the DON and to OPM as prescribed below. Contemplating an appeal, an employee should present the case orally to the supervisor. The supervisor should provide the initial explanation of the basis for the classification of the position in question. If more detailed and technical information is required to respond to the employee, the supervisor will arrange for a meeting with a position classification specialist from HRO.

3. If not satisfied with the above explanation, the employee may appeal as follows:

a. Employees in Trades and Labor Occupations appealing classification of their positions.

(1) Wage Grade appeals must be sent to the Defense Civilian Personnel Management Systems (DCPMS), Field Advisory Services Division, Classification Branch, 1400 Key Boulevard, Arlington, VA 22209-5144.

Enclosure (5)

15 DEC 1997

(2) If not satisfied with the DOD decision, the employee may file an appeal with the OPM, Atlanta Region, provided such appeal is filed within 15 calendar days of the date of receipt of the DOD decision. This further appeal to the OPM must include a statement specifying that portion of the DOD decision with which they disagree. An employee in Trades and Labor Occupations must utilize the DOD Appeal System prior to appealing to the OPM.

b. Appeals involving General Schedule (GS/GM) Positions. Employees desiring to file a position classification appeal have the following options:

(1) File an appeal within DOD using the procedure described in NCPCINST 12511.1A. All classification appeals (all grade levels, with and without applicable published standards) will be addressed to DCPMS. If dissatisfied with the DOD decision, a subsequent appeal may be filed with OPM.

(2) File an appeal directly with OPM. Direct appeals are not to be sent to OPM via the activity head. Appeals so addressed will be returned to the employee for direct submission to OPM. Appeals submitted to OPM should be addressed: Classification Appeal Officer, Richard B. Russell Federal Building, 75 Spring Street, SW, Suite 904 Atlanta, Georgia 30303-3109.

c. In order to expedite the processing of a classification appeal, the appellant will, at a minimum, include in the appeal letter the following:

- (1) Full name and mailing address of the appellant.
- (2) Name and location of official duty station.
- (3) Exact location in the organizational structure of the unit to which officially assigned (Department, Division, Branch, Section, etc.).
- (4) Present title, series, grade, and position number for the position to which appellant is assigned.
- (5) The requested title, series, grade, or other classification action desired.
- (6) The name, address, position title, and telephone number of appellant's representative, if a representative is chosen.
- (7) A brief discussion of the activity classification decision and why the appellant disagrees with it. The employee may also include in his/her appeal a reference to any OPM/DON classification standard(s) which appellant believes may be an impact on the classification or should be considered in the adjudication process for appeals within DON.
- (8) A statement of facts which the appellant believes may affect the appeal decision, including any information believed to support the appellant's point of view of information concerning either OPM or Agency classification decisions or other identical or similar positions.

15 DEC 1997

4. An appeal may be made at any time. If, however, an employee wants to appeal downgrading of his/her position and seeks retroactive restoration of grade or salary, the appeal must be filed no later than 15 calendar days after the effective date of the action.

5. An appeal within the DOD in no way restricts the right of the employee to make further appeal to the OPM; however, an employee who appeals first to the OPM may not later appeal through the DOD.

6. An employee preparing an appeal may seek advice and assistance from the immediate supervisor and/or the HRO staff on formal appeal procedures, and may examine standards and other records pertinent to the case.

7. During the adjudication of a position classification appeal, DCPMS or OPM will:

a. Determine the appropriate classification of the position with regard to title, series, and grade.

b. If required, change the classification of the position to the appropriate title, series, and grade.

This means that a position classification appeal may result in continuation of the position at its current grade, elevation to a higher grade, or reduction to a lower grade.